



P A R K D I S T R I C T

P L A Y • L E A R N • E X P L O R E

BOARD POLICY MANUAL

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Warrenville Park District

Board Policy Manual

Introduction

The Board is the local legislative body entrusted and empowered by law to exercise all of the delegated authority it deems essential for the successful planning, operation, and improvement of the parks and recreation program within the District.

The District is not subject to the authority of any governmental unit other than state and federal, except in such special areas as the legislature or the courts may determine. The Board has established many policies which serve to direct the operation of the District in an organized and purposeful manner. All approved policies are assembled into one document, the Board Policy Manual, in order to provide the residents and staff of the Warrenville District a reliable and quick reference to existing policies.

In addition, the Board will approve all policies that are an integral part of the Personnel Policy Manual. These manuals will be reviewed in their entirety at a minimum every five (5) years.

POLICY

A policy is any plan or course of action reflecting the aims to be achieved by the District officially approved by the Board.

Policy reflects value judgments on issues related to the purposes of the parks and recreation system and provides guidelines for the operation of the District and thus gives direction to the Executive Director and staff in the discharge of their duties.

Policies are approved by the Board and shall be recorded in writing. The adoption of these written policies shall constitute the basic method by which the Board shall exercise its leadership in overseeing the operation of the District. The formal adoption of policies shall be recorded in the minutes of the meetings of the Board. Only those written statements so adopted and so recorded shall be regarded as an official Board Policy. All adopted and recorded policies will be placed in the Board Manual in the appropriate designated section.

REGULATIONS

A regulation is any plan or course of action formulated, developed, and approved by the Board of Commissioners to facilitate District operations. A regulation directly guides the staff in providing efficient and enjoyable recreational experiences for the public by detailing the specific course of action to be taken within the general framework of policy.

The Board of Commissioners approved Ordinance 2025-06 which codifies all general use rules and regulations of the Warrenville Park District. This Board will review all general use rules and regulations, as codified in Ordinance 2025-06, at a minimum every five (5) years. The Board reviewed the general use rules and regulations in 2025 with Ordinance 2025-06; an Ordinance codifying general use rules and regulations of the Warrenville Park District and repealing Ordinance 2019-04, 2015-02, 2014-19, 2009-14 and 1996-5, 1986-04.

ADMINISTRATIVE PROCEDURES

Administrative procedures are guidelines that direct the staff on how to properly implement Policies and Regulations. All administrative procedures are combined into one manual “Administrative Procedures Manual”. The Executive Director is responsible for approving all administrative procedures. The Executive Director will review the District’s Administrative Procedures Manual at a minimum every five (5) years.

Each Department will develop its own Departmental Procedures Manual. Senior Management and Supervisors will review their Departmental Procedure Manual annually.

L.1 ADA Compliance Policy

The Americans with Disabilities Act - (ADA) Compliance

The Congress of the United States adopted the Americans with Disabilities Act for the purpose of eliminating discrimination against individuals with disabilities and prohibits exclusion of qualified individuals with a disability from services, programs, or activities.

The Warrenville Park District complies with the Americans with Disabilities Act (ADA). The District will make reasonable accommodations as defined in the ADA to facilitate participation in or attendance at park district programs and activities for individuals with disabilities. Individuals who desire accommodations are encouraged to contact the park district office in advance to discuss the need for accommodations and how the accommodation can best be provided if warranted.

The District is a member of Western DuPage Special Recreation Association. Western DuPage Special Recreation Association offers programs for children, teens and adults with special needs and their services allow everyone to participate at their own ability level.

Western DuPage Special Recreation Association also offers inclusion services for those wishing to participate in regular park district programs, but may need assistance. These services are coordinated through the District.

The District completed an updated ADA Transition Plan in 2024 and is implementing the plan to provide access as defined in the ADA to parks, facilities and services.

1.1 Chain of Command Procedures

Chain of Command Procedures in the Absences of the Executive Director and Superintendents/Department Heads

From time to time, the Executive Director and Superintendents/Department Heads will be absent from work. The purpose of this procedure is to clearly delineate the chain of command when such circumstances arise.

1. Planned Absences and Unforeseen Absences/Communicable

When foreseen or scheduled absences such as vacations, scheduled medical procedures, conferences, workshops, or any other approved time off taken by the Executive Director or Superintendents/Department Heads are out of the office or for any unforeseen absences when the Executive Director or Superintendents/Department Heads are able to communicate with staff at the District the following procedures will apply:

The Executive Director shall appoint a Superintendent to act as the Executive Director of the District if will be absent for more than five days.

The Superintendent of Parks and Facilities shall designate an appropriate staff member(s) or the Executive Director will take on the responsibilities of the Superintendent of Parks and Facilities if will be absent for more than five days.

The Superintendent of Recreation/Safety Coordinator shall designate an appropriate staff member(s) or the Executive Director will take on the responsibilities of the Superintendent of Recreation/Safety Coordinator if will be absent for more than five days.

The Superintendent of Finance and Technology shall designate an appropriate staff member(s) to take on the responsibilities if will be absent for more than five days.

The Guest Services Manager shall designate an appropriate staff member(s) to take on the responsibilities of the Guest Services Manager if will be absent for more than five days.

2. Unforeseen Absences/Incommunicable

When unforeseen or unplanned absences occur such as illness, family matters, are temporarily incapacitated or any other circumstances that prevent the Executive Director or Superintendents/Department Heads from performing their duties and communicating with staff in the District, the following procedures will apply:

In the absence of the Executive Director, the Superintendent of Recreation and the Superintendent of Parks and Facilities will share the responsibilities as co-acting Directors. In the event that the Executive Director shall be absent for an extended period of time, the Board of Commissioners may elect to review all Superintendents and appoint one to as the acting Executive Director until the current Executive Director returns.

In the absence of the Superintendents of Parks and Facilities and the Superintendent of Recreation, the Management Team Member with the most seniority shall act as Acting Director until the Executive Director returns.

In the Parks Department, the Parks Supervisor will take on the responsibilities of the Superintendent of Parks and Facilities and in their absence the Parks Staff member with the most seniority shall act as Superintendent of Parks and Facilities until either the Superintendent of Parks and Facilities or Parks Supervisor returns.

In the Recreation Department, the Executive Director will take on the responsibilities of the Superintendent of Recreation or assign a Recreation Department Supervisor.

In the Finance Department, the Executive Director will take on the responsibilities of the Superintendent of Finance or assign a Finance Department staff person.

In Guest Services Office, the Guest Services Supervisor will take on the responsibilities of the Guest Services Manager and in their absence the Guest Services Coordinator with the most seniority shall act as Guest Services Manager until either the Guest Services Manager or the Guest Services Supervisor returns.

3. Review

Unexpected situations could arise that might make implementations of these procedures to be not in the best interest of the District. The Executive Director has the authority to review and change the chain of command, as appropriate, and in the best interest of the operations of the District.

1.2 Succession Procedure

Management Team Departments

From time to time, the Management Team members will be absent from work. The purpose of this procedure is to have a backup plan for the key daily responsibilities of their departments that will be in more detail than the chain of command. These procedures will coincide with the chain of command and designed to explain the key daily tasks of the departments. This list is not inclusive and team planning will be needed to ensure proper internal and external customer service during planned or unplanned staff absence. Longer-term management will be discussed and developed with the Executive Director in cases of longer-term absences.

Parks Department: *Parks Supervisor or in their absence the most senior ranking Parks Tech I*

- Daily/weekly planning
- Facility/Parks Maintenance Issues
- Work orders
- Vehicle Maintenance Issues
- Personnel Issues

Recreation Department:

- Customer Service Issues – *Executive Director*
- Facility Issues – *Athletic Supervisor*
- Personnel Issues – *Executive Director*
- Refunds/ Credits – *Executive Director and Recreation Supervisors*
- Brochure/ Program Development – *Recreation Supervisors and Executive Director*

Guest Services: *Guest Services Supervisor or in their absence the most senior ranking Guest Services Coordinator*

- Review of daily registration reports/deposits/cash journal and making sure they balance
- Scholarships
- Office Supply Management
- Mail Delivery to Post Office
- Customer Service Issues
- WebTrac Import
- Plug and Play Issues
- Registration Issues
- Credit and Refund Processing

Executive Assistant:

Mail Distribution – *Finance Supervisor or Guest Services Staff*

Board Responsibilities:

Board Packet Development – *Guest Services Manager*

Agenda Preparation – *Executive Director*

Website Agenda Posting – *Guest Services Manager*

Hard Copy Posting Support – *Executive Director*

Board Meeting Minutes – *Guest Services Manager*

Board Minutes Website Posting – *Guest Services Manager*

HR Issues/Needs – Executive Director

Personnel Records – *Executive Director/Finance Supervisor*

Background Checks – *Executive Director*

Certificates of Insurance – *Finance Supervisor*

Key Management – *Executive Director*

Job Postings – Website – *Send Request to Marketing & Community Engagement Manager*

Document Posting – *Guest Services Manager*

Finance Department:

Superintendent of Finance and Technology

All managerial responsibilities - *Executive Director*

Approval of all invoices in the financial software - *Executive Director*

Approval of payroll to the payroll service company - *Executive Director*

Transfer of Funds for Payroll purposes - *Finance Supervisor*

In absence of Finance Supervisor - Executive Assistant or Executive Director

Transfer of Funds for all Other Purposes - *Executive Director*

Release of Monthly EFT Fitness Membership Electronic Billing - *Executive Assistant,*
(Checking only, not credit card) *then Executive Director*

Reversal of Bad Debt Expense - *Finance Supervisor*

In absence of Finance Supervisor - Executive Assistant or Executive Director

Monthly Accounting Cycle Processes – *Finance Supervisor*

*(includes bank reconciliations, general ledger monthly review procedures,
monthly journal entries, and preparation of monthly financial statements)*

All longer term projects/responsibilities associated with position would be managed and dictated by the Executive Director. These would include tax levy preparation, long range financial planning, annual budget process and preparation, annual audit preparation, and any other projects that were assigned to the position and were not completed prior to the absence.

Finance Supervisor

Daily Deposits - *Superintendent of Finance and Technology*

*In absence of Supt. of Finance and Technology - Executive Assistant
or Executive Director*

Note: *Daily deposits need not be made if absence is 4 or less days;
however, another position will take over the responsibility of
daily deposits if absence is greater than 4 days*

Payroll Processing - *Superintendent of Finance and Technology*

*In absence of Supt. of Finance and Technology – Executive Assistant
or Executive Director*

All other Payroll Activities - *Superintendent of Finance and Technology*

Accounts Payable - *Superintendent of Finance and Technology*

In absence of Superintendent of Finance and Technology - Executive Director

Note: *Daily accounts payable tasks will not be necessary unless
absence is greater than two or more weeks as accounts
payable are submitted to Board on a monthly basis.*

Preparation of Monthly Accounts Payable Checks – *Superintendent of Finance
and Technology*

*In absence of Supt. of Finance and Technology - Executive Assistant
or Executive Director*

Preparation of Accounts Receivable - *Superintendent of Finance and Technology*

*In absence of Supt. of Finance and Technology - Executive Assistant
or Executive Director*

In the event of a long term absence, the Superintendent of Finance and Technology will provide staffing recommendation for the Executive Director's approval.

Review

Unexpected situations could arise that might make implementations of these procedures to be not in the best interest of the District. The Executive Director has the authority to review and change the succession plan, as seen appropriate and in the best interest of the operations of the District.

1.3 Cooperation Between Agencies Policy

The Board of Commissioners recognizes the need and desirability of cooperating with other units of local government and other local public, private and voluntary organizations in the community such as athletic organizations, service organizations, religious organizations and other community groups in order to best serve the residents of the District. Such cooperation shall extend to both the provision of facilities and program opportunities.

All cooperative efforts should be instituted when it is believed that such cooperative efforts will better serve District residents while making the best utilization of District revenues and resources.

This cooperation, however, shall not be initiated or endured to the detriment or curtailment of the functions or operations of the District or to the detriment or curtailment of prior commitments with individuals or groups.

All contacts with other agencies shall be handled through the office of the Executive Director, except where they may authorize such relations to be maintained by other staff members.

1.4 Community Input Policy/Comprehensive Needs Assessment

The Warrenville Park District is committed to meeting the park and recreational needs of the community and values citizen input. The District shall solicit and receive input from the public through many different means on a regular basis and when available. The Board of Commissioners and staff shall consistently provide opportunities for citizen input in all avenues of its operations. The District may gather input from citizens in several ways:

Topics from the Floor

Citizens can attend any open public meeting and in agenda item named “Public Comment” will appear on all regular meetings, Community of the Whole and Special Meetings of the Board of Commissioners to provide a direct method for residents to address the Park Board.

Participant Evaluations

Program/event, facility and rental participant evaluations will be provided to participants to solicit feedback about District programs. These forms are typically distributed at the end of a program or events, and are located in our facilities. Forms are also available on the Warrenville District website.

Surveys and Focus Groups

The District periodically conducts surveys and focus groups to gather input about community needs. These may be general as relates to parks and recreation or specifically targeted to a particular park or facility.

Informal Input

Staff shall be open to receiving feedback and input via telephone, email, regular mail or in person. Input shall be passed on to superiors, Executive Director, and Park Board as appropriate.

Public Hearings

Public Hearings will be held to provide an opportunity for input as required by law as well as for input about concerns on specific topics that may arise.

Needs Assessment

It is the policy of the District to conduct a comprehensive needs assessment of the community at least once every ten years.

1.5 Affiliate Status Criteria and Conditions Policy

All requests for consideration of Affiliate status must be submitted in writing to the Superintendent of Recreation or Executive Director.

Review and compliance with the following guidelines must be considered and complied with before applicant submits request for affiliate status.

1. The Community Group/Affiliate shall provide its own leadership, structure, and must delegate operational duties to its membership.
2. The Community Group/Affiliate shall conduct its own financial business and be financially self-supporting.
3. The Community Group/Affiliate shall have its own governing board with adopted written bylaws or guidelines to guide the board in policy-making decisions, and:
 - a. Is a not-for-profit corporation 501 C 3; dedicated to offering and promoting recreational activities that are compatible with and supplement Park District programs.
 - b. At least 75% of the members/participants of the Community Group/Affiliate must be residents of the Park District, unless otherwise approved by Park District Administration.
 - c. Provide an annual detailed budget to the Park District showing all anticipated revenue and expenditures, and
 - d. Provide an annual audit or detailed report which documents the Community Group's/Affiliate's current financial standings, including operational revenues, expenditures, and financial reserves.
4. The Community Group/Affiliate must submit a written request to the Park District seeking approval to enter sponsorship agreements with potential third party partners. The Park District must approve all potential sponsor partners prior to the execution of a sponsorship agreement. The Park District has the right in its sole discretion to deny any sponsorship agreement that may not be in the best interest of the Warrenville Park District.
5. The Community Group/Affiliate shall provide a list of officers and participants, including addresses and telephone numbers.
6. The Community Group/Affiliate shall designate both a liaison and alternate liaison and provide the individuals' telephone numbers and other contact information to the Park District.

7. The Community Group/Affiliate agrees and understands that neither the Community Group/Affiliate nor its officials, officers, members, employees or volunteers (collectively “Community Group/Affiliate”) are entitled to any benefits or protections afforded employees or volunteers of the Park District and are not bound by any obligations as employees of the Park District. The Community Group/Affiliate will not be covered under provisions of the unemployment compensation insurance of the Park District or the workers’ compensation insurance of the Park District and that any injury or property damage arising out of any Community Group/Affiliate activity will be the Community Group’s/Affiliate’s sole responsibility and not the Park District’s. Also, it is understood that the Community Group/Affiliate is not protected as an employee or as a person acting as an agent or employee under the provisions of the general liability insurance of the Park District and therefore, the Community Group/Affiliate will be solely responsible for its own actions. The Park District will in no way defend the Community Group/Affiliate in matters of liability.
8. Affiliate/Community Group shall fully cooperate with any investigation conducted by or on behalf of the Park District and/or the Park District Risk Management Agency "PDRMA". Failure to fully cooperate with any such investigation shall constitute a breach of agreement and in the sole discretion of the Park District, may result in revocation or suspension of any Affiliate/Community Group privileges under this Agreement
9. The Community Group/Affiliate shall not represent itself or members of the Community Group/Affiliate as employees, volunteers, or agents of the Park District.
10. The Community Group/Affiliate or members of the Community Group/Affiliate will not advertise or solicit participants using the name or logo of the Park District without prior written permission of the Park District.
11. All fees, charges, monies, and expenditures shall be handled by the Community Group/Affiliate itself, with its own accounts in the group’s name. The group shall have a written policy regarding refunds. All requests for refunds shall be addressed in a timely manner.
12. Costs for maintenance of equipment and/or facilities will be charged to the Community Group/Affiliate.
13. The Community Group/Affiliate acknowledges and agrees that the group is responsible for any and all expenses, including, but not limited to, the provision of equipment and materials related to the Community Group’s/Affiliate’s activities and use of Park District property and facilities, unless otherwise specified and agreed to in writing.
14. Activities, programs, and events sponsored by Community Group/Affiliate shall not, other than to adhere to specific membership guidelines, program requirements, or minimum residency standards, discriminate against or exclude any individual, for participation for reasons of race, color, creed, national origin, sex, sexual orientation, gender identity, disability, or any other characteristic protected by local, state, or federal law.
15. The Community Group/Affiliate agrees to conduct criminal background checks for all employees and volunteers eighteen years of age or older and who directly supervise individuals under the age of eighteen (18) years of age. The Community Group/Affiliate is solely responsible for determining whether any conviction disqualifies any employee/volunteer.
16. The Community Group/Affiliate agrees to cross-reference all staff, employees and volunteers with the state and/or local Child Offender Database.

17. The Community Group/Affiliate understands and agrees that it is solely responsible for determining whether any staff, employee, or volunteer is qualified and suitable for any Community Group/Affiliate position and/or activity and that the Park District is not responsible for any hiring or retention decision.
18. Registration for membership/tryouts must not exclude qualified residents of the Warrenville Park District.

Insurance and Indemnification

The Community Group/Affiliate shall procure and maintain for the duration of the affiliate agreement, the following insurance against claims for injuries to persons or damages to property which may arise from or in connection with any of Community Group's/Affiliate's activities:

A. Commercial General and Umbrella Liability Insurance

Community Group/Affiliate shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$1,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this Agreement.

CGL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 10 93, or a substitute form providing equivalent coverage, and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, liability assumed under an insured contract (including the tort liability of another assumed in a business contract), and shall not be endorsed to exclude claims arising from athletic participation.

If the Community Group/Affiliate intends on distributing, selling, serving or furnishing alcoholic beverages, liquor liability coverage (including Dram Shop coverage) shall also be provided with a limit of not less than \$1,000,000 per occurrence.

The Community Group/Affiliate is required to provide an individual at the event who is certified Illinois Bassett trained overseeing of the serving of alcohol at the event to the public, will be handled by the Illinois Bassett Trained personnel. The Illinois Bassett training cost will be the responsibility of the Community Group/Affiliate.

The Park District shall be included as an insured under the CGL, using ISO additional insured endorsement CG 20 26 or a substitute providing equivalent coverage, and under the commercial umbrella, if any. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance afforded to the Park District. Any insurance or self-insurance maintained by the Park District shall be in excess of the Community Group's/Affiliate's insurance and shall not contribute with it.

The CGL policy must include individuals for athletic participation.

B. Business Auto and Umbrella Liability Insurance

If applicable, the Community Group/Affiliate shall maintain business auto liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of any auto including owned, hired and non-owned autos.

Business auto insurance shall be written on Insurance Services Office (ISO) form CA 00 01, CA 00 05, CA 00 12, CA 00 20, or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to that provided in the 1990 and later editions of CA 00 01.

C. Workers Compensation Insurance

If applicable, the Community Group/Affiliate shall maintain workers compensation and employers liability insurance. The commercial umbrella and/or employers liability limits shall not be less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.

D. Other

If the Park District has not been included as an insured under the CGL using ISO additional insured endorsement CG 20 26 under the Commercial General and Umbrella Liability Insurance required in this agreement, the Community Group/Affiliate waives all rights against the Park District and its officers, officials, employees, volunteers and agents for recovery of damages arising out of or incident to the Community Group's/Affiliate's use of any Park District property or facility.

E. General Insurance Provisions

1. Evidence of Insurance

Prior to exercising any rights under this Agreement, the Community Group/Affiliate shall furnish the Park District with a certificate(s) of insurance and applicable policy endorsement(s), executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above.

All certificates shall provide for 30 days' written notice to Agency prior to the cancellation or material change of any insurance referred to therein. Written notice to Agency shall be by certified mail, return receipt requested.

Failure of the Park District to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of the Park District to identify a deficiency from evidence that is provided shall not be construed as a waiver of the Park District's obligation to maintain such insurance.

The Park District shall have the right, but not the obligation, of prohibiting the Community Group/Affiliate from using the premises until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by Park District.

Failure to maintain the required insurance may result in termination of this agreement at the Park District's option.

The Community Group/Affiliate shall provide certified copies of all insurance policies required above within 10 days of the Park District's written request for said copies.

2. Acceptability of Insurers

For insurance companies which obtain a rating from A.M. Best, that rating should be no less than A VII using the most recent edition of the A.M. Best's Key Rating Guide. If the Best's rating is less than A VII or a Best's rating is not obtained, the Park District has the right to reject insurance written by an insurer it deems unacceptable.

3. Cross-Liability Coverage

If the Community Group's/Affiliate's liability policies do not contain the standard ISO separation of insured's provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.

4. Deductibles and Self Insured Retentions

Any deductibles or self-insured retentions must be declared to the Park District. At the option of the Park District, the Community Group/Affiliate may be asked to eliminate such deductibles or self-insured retentions as respects to the Park District, its officers, officials, employees, volunteers and agents or required to procure a bond guaranteeing payment of losses and other related costs including but not limited to investigations, claim administration and defense expenses.

F. Indemnification

The Community Group/Affiliate shall indemnify and hold harmless the Park District and its officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses, including but not limited to legal fees (reasonable attorney's and paralegals' fees and court costs), arising from or in any way connected with; (i) the conduct or management of the premises or of any business or activity therein, or any work or thing whatsoever done, or condition created in or about the premises during the term of this agreement; (ii) any act, omission wrongful act or negligence of the Community Group/Affiliate or any of the Community Group's/Affiliate's partners, directors, officials, officers, agents, employees, members, volunteers, participants, invitees, licensees, contractors, or subcontractors; (iii) any accident, injury or damage whatsoever occurring in or upon any Park District property or facility regardless of whether or not it is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Paragraph. The Community Group/Affiliate shall similarly protect, indemnify and hold and save harmless the Park District, its officers, officials, employees, volunteers and agents against and from any and all claims, costs, causes, actions and expenses including but not limited to legal fees, incurred by reason of the Community Group's/Affiliate's breach of any of its obligations under, or the Community Group's/Affiliate's default of, any provision of this agreement.

Process:

The Warrenville Park District Administration will review all qualifications and information submitted by potential affiliate. The Administrative Team will take into consideration how the potential affiliate applicant conflicts or is different from current affiliates. The affiliate relationship potential must be a good fit for community programming.

Final approval of affiliate status will be recommended to the Warrenville Park District Board by the Administrative Team only if considered appropriate. A written agreement will be drafted for considered affiliate groups, and the Administrative Team or a representative from the Administrative Team, will meet with potential Affiliate to discuss agreement before recommendation to the Board of Commissioners of the Park District.

The Administrative Team reserves the right to request more information as needed to make an educated decision on affiliate status proposals.

NOTICE: Warrenville Park District reviews Affiliate Contracts annually and reserves the right to review and rescind Affiliate status for non-compliance of Affiliate agreements.

1.6 Volunteer Policy

The mission of the Warrenville Park District is enhanced by the active participation of citizens of the community. To this end, the Park District encourages involvement of volunteers in a variety of appropriate programs and events. Park District staff are encouraged to assist in the creation of meaningful and productive roles in which volunteers might serve and to assist in the recruitment of volunteers from the community.

The productive use of volunteers requires a planned and organized effort. A volunteer is defined as anyone who chooses to perform services for the Warrenville Park District without compensation or expectation of compensation (beyond reimbursement for pre-approved specified expenses) and, who performs a task at the direction of and on behalf of the Warrenville Park District. A volunteer must be officially accepted and enrolled by the Park District prior to performance of the task. Volunteers are not employees of Warrenville Park District.

Special Case Volunteers: Volunteers for cooperative community events that are not the sole responsibility of the Warrenville Park District are not included in this policy and will be addressed in the event organization policies and procedures.

All volunteers must complete a volunteer application form and the forms will be reviewed by the appropriate Supervisor/Management Team Member.

All volunteers must review, and abide by the Volunteer Manual. Acknowledgement of receipt and review of the volunteer manual must be received before performance of any volunteer task. All volunteers will be asked to submit to a criminal background check. Volunteers who do not agree to the background check will be refused assignment.

Volunteer Standards and Responsibilities: Volunteers represent a valuable resource to the Warrenville Park District, its staff and its customers. Volunteers should be given meaningful assignments and effective direction and be recognized for work done. In return volunteers should actively perform their duties to the best of their abilities, volunteer at their assigned times, and remain loyal to the mission and policies and procedures of the Warrenville Park District.

1.7 Wellness Policy

BACKGROUND

The Warrenville Park District (WPD) recognizes the benefits to both employers and employees of workplace programs that promote and support employee health and wellness to both employers and employees. Worksite wellness programs have been shown to increase productivity, reduce absenteeism and on-the-job injuries, and improve morale and the quality of life for employees. Wellness programs can also play an important role in containing health care costs for employers and individual employees.

Wellness programs have the greatest impact on reducing health care costs and improving the overall mental and health status of a majority of employees if the primary focus is on preventing healthy employees from developing chronic diseases by reducing employee risk factors. This can be done most effectively by changes to policies and work environments that increase opportunities and support for employees to become more physically active, select healthier foods, avoid tobacco and manage stress. Wellness programs can also offer interventions to employees with existing chronic disease conditions to help them better manage those conditions and prevent the further progression of those diseases through early screening and disease management programs.

PURPOSE

The purpose of this policy is to provide guidance on employee participation in wellness program activities, to describe the program's organization and focus areas, and to give the rationale for maintaining a wellness program for the WPD employees. Major goals of the Warrenville Park District Wellness Program are to:

1. Maintain a wellness infrastructure that includes a Wellness Ambassador to plan and implement wellness programs throughout the District.
2. Raise awareness among employees regarding the importance of lifestyle behaviors that promote good health, provide employees information and resources on how to make changes that reduce their risk for chronic diseases.
3. Promote changes to workplace policies and environments that promote and support employees being more physically active, having access to healthier food, avoiding tobacco and managing stress.
4. Provide programs and activities at the workplace that offer employees increased opportunities to be physically active, eat healthier food, stop using tobacco and manage stress.
5. Solicit ongoing employee feedback to plan and implement programs that meet the needs and interests of employees.

The WPD encourages departments to offer focused employee programs and activities of interest that are aimed at realizing one's optimal health. The policy recognizes that healthy employees and programs that promote their health can help reduce health benefit costs, lower absenteeism and increase productivity.

ROLES AND RESPONSIBILITIES

To accomplish these goals, the WPD Wellness Program will be a collaborative effort involving:

1. *Warrenville Park District (WPD)*

The Wellness Ambassador will oversee the planning and implementation of the wellness program for department employees and will evaluate the worksite wellness program.

2. *PDRMA*

By being a PDRMA member, our Wellness Program includes a variety of activities and resources to help employees better understand their state of wellness and how it impacts their quality of life. They offer programs to reduce on the job injuries, control communicable diseases through flu vaccine programs, and increase employees' knowledge regarding health and safety.

3. *PDRMA Health*

The PDRMA Health Plan provides a variety of wellness resources to employees. Resources include Health Risk Assessments, 24/7 Health Coach Services, website and special worksite prevention programs for members.

Examples:

- a. PATH Positive Activities Toward Health Program
- b. Workplace Solutions Employee Assistance Program
- c. Healthbeat and HopeHealth newsletters
- d. 24-hour Nurseline for PPO plan participants
- e. Preventative exams and screenings at no cost for PPO and HMO plan participants
- f. Nutritional counseling for PPO and HMO plan participants
- g. Smoking cessation benefits for PPO and HMO plan participants
- h. Discounts for health clubs and diet programs for HMO plan participants

4. *Employee Assistance Program (EAP)*

Workplace Solutions, a PDRMA Health partner, provides our Employee Assistance Program (EAP). Workplace Solutions has both English and non-English-speaking counselors available 24/7. The EAP is a resource for employees during a stressful time, to help them balance work and daily tasks, and to provide legal and/or financial guidance. The EAP is a free and confidential service available to employees and anyone in the employee's household, regardless of whether the employee enrolled the family member in the medical plan.

Workplace Solutions 800-327-5071 24 hours a day, 7 days a week www.wseap.com

IMPLEMENTATION

The Wellness Program works through a Wellness Ambassador. The Wellness Ambassador develops and implements wellness programs for employees. Support and assistance is expected from all departments and management as their support is critical to the effective implementation of the Wellness Program.

1. The Executive Director shall authorize a Wellness Ambassador to oversee the park district's wellness program whose duties are:
 - a. Plan, implement and evaluate the Wellness Program;
 - b. Assess the availability of wellness resources and consistency of wellness policies;
 - c. Conduct an annual needs assessment using employee surveys, health claims and health risk assessment data to identify wellness needs and interests of employees and to measure progress on achieving program goals;
 - d. Provide survey and evaluation data to the Safety/Wellness Committee to assist them in program planning and evaluation;
 - e. Assist the Park District in creating and maintaining active and effective wellness activities and distribution of materials;
2. The Safety/Wellness Committee consists of the Wellness Ambassador along with representatives from each department. The wellness representatives:
 - a. Serve as the primary liaison between the Committee and their Department.
 - b. Recruit and maintain a plan to implement a workplace Wellness Program.
 - c. Provide leadership within the Safety/Wellness Committee in developing and submitting an annual Wellness Plan and measurable objectives.
 - d. Complete annual wellness assessment surveys.

The Wellness Ambassador should review progress of the committee including their activity and outcome reports at least twice a year to ensure that the committee is meeting on a regular basis to plan and implement wellness activities and assist management in the development of agency wellness policies. If the committee is not functioning as expected, the Wellness Ambassador should consult with the Executive Director to discuss the appointment of new committee members.

RESOURCES FOR THE WELLNESS PROGRAM

The WPD Wellness Program and agency wellness activities are supported from a variety of sources:

1. Any funds that might be available for agency wellness programs must be approved in the yearly Budget and Appropriations Ordinance before they can be allocated. At the time of approval, the Board of Commissioners may provide guidance on how the funds will be spent.
2. The Wellness Program and the Safety/Wellness Committee may solicit corporate donations and services to support their wellness programs.
3. Costs for participating in wellness activities such as fitness classes, yoga, team events or weight management classes will be paid by individual employees.

USE OF DISTRICT PROPERTY AND SPACE

All wellness programs shall be allowed use of existing facilities during off peak times to implement wellness activities as outlined in the Employee Policy Manual Section 5; Park District Property & Facilities, 5.1 - Use of Recreational Facilities & 5.2 - Use of Warrenville Park District Information, Property and Equipment.

DESCRIPTION OF WELLNESS PROGRAM FOCUS AREAS

The Warrenville Park District Wellness Program's primary focus is on preventing healthy employees from developing a chronic disease by reducing their behavioral risk factors in the following four (4) areas:

1. *Physical Activity*

Programs will be designed to provide workplace opportunities and policy support to help employees become more physically active on a daily basis:

- a. WPD whenever possible will include opportunities for physical activity. This could include physical activity breaks in meetings, walking meetings and organized walking groups.
- b. Managers and supervisors are encouraged to allow employees to use flex-time work schedules and authorized break times to engage in physical activity during the workday as long as it does not interfere with their work duties.
- c. Every effort will be allowed to offer employees both indoor and safe outdoor opportunities at the workplace for walking and other fitness activities.
- d. Wellness programs may address ergonomic issues by providing general educational programs and ergonomic self-assessment tools. Employees should work with their supervisors regarding any specific work-related ergonomic issues.

2. *Healthy Eating*

Programs will be designed to promote employees making food choices based on sound nutrition principles. This will be accomplished through the following changes to policies and the work environment:

- a. Facility snack machine will provide employees with improved access to healthy snack options in the work place.
- b. Healthy food options are offered at all district sponsored events where food is provided. Examples of healthier food options include fruits, vegetables, whole grain products, baked rather than fried foods, low-fat dairy products and water.
- c. Wellness Ambassador will provide and post for employees practical nutrition information to assist in making appropriate choices
- d. Classes will be organized by the Wellness Ambassador for healthy cooking options, weight management and other requests that employees might be interested.
- e. WPD will ensure that employees have access to basic facilities necessary for the hygienic storage and preparation of meals. This would include a sink solely to be used for food preparation, a refrigerator and microwave.
- f. WPD will strive to continue to provide a break/eating area with tables and chairs for employees, indoors and out.

3. Tobacco Cessation

Smoking is a significant risk factor for many chronic debilitating medical conditions, such as cardiovascular disease, respiratory diseases and cancer. Quitting smoking can be difficult, so the PDRMA Health Plan offers a smoking cessation benefit to help smokers kick this detrimental habit for good. The Smoking Cessation benefit is available to all PDRMA Health Plan members and their dependents.

- a. A PDF “Guide to Quitting Smoking” is available to download or print at <http://www.cancer.org/healthy/stayawayfromtobacco/guidetoquittingsmoking/guide-to-quitting-smoking-toc>

4. Stress Management

Programs should be provided at the worksite that help employees identify the causes of stress in the workplace and assist them in developing and using strategies for reducing and better managing stress. Management has a special role in understanding stress in the workplace, recognizing when their employees are manifesting signs of unmanaged stress and providing the necessary interventions for proper stress management. Stress management programs may address the following:

- a. Employee and management awareness of the sources of stress in the work and home environment.
- b. Training on behavioral changes that may help manage individual stress.
- c. Policy and environmental changes to help reduce or manage stress for employees.
- d. Training for managers/supervisors on management skills to reduce conflict and stress in the workplace.
- e. Information on the PDRMA Employee Assistance Program as a resource for individual assistance with stress-related problems.
- f. Time management, organizational and planning skills.
- g. A secondary focus for the Wellness Program is offering assistance to employees with existing health conditions to help them better manage those conditions and providing clinical services for their early detection. The Wellness Program may also work with Human Resources (HR) to provide on-site flu clinics, reduce job-related injuries and address health hazards in the workplace.

5. Special Focus on At-Risk Employees.

Programs may be offered for special groups of employees who are at increased risk for premature death or who request specific programs to assist them in making positive choices in future health behaviors. Examples of groups include those employees within 5 years of retirement age, the extremely obese, tobacco users and employees with specific physical conditions such as diabetes or hypertension. These programs should be offered to all employees so that employees can self refer if they are interested in receiving more information or assistance. Employees should not be individually targeted for participation in any health-related program and their participation in any such program should be kept strictly confidential and not recorded as part of their personnel file.

6. Participation in PDRMA’s PATH Health Risk Assessment.

The PATH Program will provide all qualifying interested employees to preventive health screening services at least annually. All other employees may request an annual assessment through their own physician.

7. Communicable Disease Control.

The Safety/Wellness Committee should promote vaccine programs coordinated by HR. This would include providing employee education about the prevention of communicable diseases and assisting HR in advertising the availability of vaccines at the worksite.

8. Environmental Health Issues.

The Wellness Ambassador may assist in addressing environmental issues having an impact upon the health of employees. These may include ergonomic issues and building environment concerns related to exposure to toxins, such as mold, air and water quality.

ELIGIBILITY TO PARTICIPATE IN WELLNESS ACTIVITIES

The following guidelines should be used to determine an employee's eligibility to participate in wellness activities:

1. Employees are eligible for participation in sponsored wellness activities during the workday subject to the approval of their supervisor. Any allowed break time can be used for individual wellness activities at the workplace.
2. Employees participating in workday wellness activities must have and continue to have satisfactory job performance.
3. Employees participating in wellness activities during a non-work time lunch break do not require approval of their supervisor. Exceptions are positions that do not allow discretionary use of the lunch break time.

AUTHORIZATION FOR PARTICIPATION IN WELLNESS ACTIVITIES

To accommodate the aforementioned eligibility guidelines, Warrenville Park District management shall:

1. Supervisors are responsible for wise and equitable utilization of any amount of time given to employees to participate in wellness activities.
2. Make every effort to accommodate employees who request use of a flex work schedule to participate in wellness activities if work responsibilities would not be adversely affected.
3. Allow an employee time away from regular duties during work time to attend safety and health education or training activities considered *directly related* to the employee's work for the department. Examples of work-related activities include:
 - a. Back injury prevention classes for employees who lift or bend on the job and are at risk for back injuries.
 - b. Walking or other aerobic programs designed to improve the fitness level of employees who may be involved in work requiring high fitness levels such as jobs that require heavy lifting or caring for residents in institutions.
 - c. Cardiopulmonary resuscitation classes for employees who may need to use these skills to assist other employees or the public.
 - d. Stress management courses for any employee who desires this type of training.
 - e. Workplace safety courses as required or requested by any employee.

4. Allow time away from regular duties for employees to occasionally attend on-site safety and health activities or programs not considered directly work-related. Examples of non work related activities include flu clinics, health fairs, health screening events, organized agency wellness activities or blood donation events.
5. Cooperate with wellness representatives and Wellness Committee members who request time away from regular work duties to plan and coordinate wellness program activities. Supervisors are asked to be flexible if special wellness events require committee members to use more than the allocated four (4) hours per month during a one-month period to plan and provide the event.

LIABILITY AND WORKERS' COMPENSATION COVERAGE

All employees must sign the park district's liability release form before participating in any wellness activities at work, participation in wellness activities is voluntary and therefore the Warrenville Park District is not liable for injuries sustained to employees during their participation in these activities. Exceptions would include:

- Required work-related training as described above.
- Hazardous conditions for which the district is responsible.

An injury resulting from participating in a wellness activity shall be reviewed on a case-by-case basis to determine compensability. As a general reference, injury that occurs during non-pay status shall not be compensable. Non-pay status is defined as before work, after work and non-paid time during the normal workday.

For questions or clarification on any of the information contained in this policy, please contact the Wellness Ambassador, or your Manager/Supervisor.

2.1 Purchasing Policy

Overview

The District's Purchasing Policy establishes the guidelines under which all purchases are made. Under the provisions of this policy, guidelines are outlined for staff, adhering to the requirements of Section 8-1 (c) of the Park District Code.

It is the intent of this policy that the District conducts business fairly and equitably while remaining fiscally responsible to its taxpayers. All purchasing functions will be made with absolute integrity. The very highest ethical standards will be maintained, and all conflicts of interest, real or perceived, shall be avoided. The basic standard that should always prevail is to exercise good judgment in the use and stewardship of District resources.

The Executive Director and/or Superintendent of Finance and Technology will monitor, interpret and review the procedures and guidelines for the spending of public funds to ensure compliance with applicable policies. Periodically these procedures and guidelines will be revised to maintain the best interests of the District.

Governance

The purchasing policy is governed in part by Section 8-1 (c) of the Park District Code which provides: "Every Park District shall have and exercise the following powers":

(c) To acquire by gift, legacy or purchase any personal property necessary for its corporate purposes provided that all contracts for supplies, materials or work involving an expenditure in excess of \$30,000 shall be let to the lowest responsible bidder after due advertisement. No district shall be required to accept a bid that does not meet the district's established specifications, terms of delivery, quality, and serviceability requirements. Contracts, which, by their nature are not adapted to award by competitive bidding, such as contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part, contracts for the printing of finance committee reports and departmental reports, contracts for the printing or engraving of bonds, tax warrants and other evidences of indebtedness, contracts for utility services such as water, light, heat, telephone or telegraph, contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and interconnect equipment, software or services, contracts for duplicating machines and supplies, contracts for goods or services procured from another

governmental agency, purchases of equipment previously owned by some entity other than the district itself, and contracts for the purchase of magazines, books, periodicals, pamphlets and reports are not subject to competitive bidding. Contracts for emergency expenditures are also exempt from competitive bidding when the emergency expenditure is approved by $\frac{3}{4}$ of the members of the board.

Purchases of Goods or Services Less than \$30,000

Purchases of less than \$30,000 shall be handled as follows:

1. Purchase Authorization Amounts

- a. Although supervisors of the District may make budgeted purchases, the Department Head is responsible for ensuring that any supervisor is appropriately trained and adequately supervised to ensure that no inappropriate purchases are made. The specific dollar limits of purchasing authority are outlined below:
- b. Supervisors have the authority to approve the purchase of budgeted goods or services up to \$500 as well as execution of contracts, on behalf of the District, up to a value of \$500.
- c. Department Heads have the authority to approve the purchase of budgeted goods or services up to \$1,000 as well as execution of contracts, on behalf of the District, up to a value of \$1,000.
- d. The Executive Director has the authority to approve the purchase of goods or services up to \$10,000 as well as execution of contracts, on behalf of the District, up to a value of \$10,000.
- e. Purchases of goods or services for an amount between \$10,001 and \$30,000 shall be placed on the board meeting agenda for action authorizing the purchase.
- f. A purchase for any non-budgeted goods or services, regardless of the amount, requires the approval of the Department Head. If the purchase amount is greater than \$1,000, the Executive Director's approval is also required.

2. Guidelines for Purchase Orders and Competitive Quotes

- a. Budgeted goods or services costing less than an employee's purchase authorization amount do not require a purchase order prior to purchase of goods and/or services. Staff is advised to make every effort to solicit a fair price for items purchased.
- b. Pre-approved purchase orders are required, prior to purchase of goods or services, for all items greater than an employee's purchase authorization amount, regardless of payment method (i.e. check or credit card). For purchases between \$1,000 and \$2,000, pre-purchase documentation (at minimum, one written quote) must be attached to purchase order prior to Executive Director approval.

- c. For purchases between \$2,000 and \$10,000, pre-purchase documentation (at minimum two written quotes) must be attached to purchase order prior to Executive Director approval.
 - d. The Executive Director has the authority to waive the solicitation of price quotes and approve the purchase of budgeted items up to \$10,000 if deemed appropriate and beneficial to the District.
 - e. Purchases of goods or services for an amount between \$10,001 and \$30,000 shall be initiated by a District purchase order and signed by the Executive Director following submission of at minimum three (3) written price quotations, and written recommendation of the purchase. The Purchase will be placed on the board meeting agenda for action authorizing the purchase
 - f. Purchase orders are not required for utilities, telecommunication, legal fees, auditing fees, fuel, taxes, insurance, taxes, debt service, WDSRA payments, wages/salaries, pension payments, banking fees, credit card service fees, or contract services that have been duly authorized by a signed contract, in which the respective Department Head, Executive Director or President of the Board (dependent upon dollar value) has signed.
 - g. Purchases of greater than \$30,000 are addressed below.
 - h. Whenever feasible, green alternatives should be considered if financially viable.
3. Sole Source Purchases
- a. Sole source purchases shall not be subject to requirements for seeking competitive quotes or bids. However, purchases in excess of \$10,000, considered to be sole source purchases, shall be presented to the Board prior to acquisition with the request to waive quotes or bids, and to approve the purchase. Approval must be obtained from the Executive Director to present the purchase to the Board.
 - b. Examples:
 - i. Equipment for which there is no comparable competitive product or is available only from one supplier.
 - ii. A component or replacement part for which there is no commercially available substitute, and which can be obtained only from the manufacturer or manufacturer's representative.
 - iii. A used item, (i.e. dump truck, office furniture, etc.)

Bids — Purchases Greater than \$30,000

- 1. All agreements for supplies, materials or services involving any expenditure in excess of \$30,000 shall be let to the lowest responsible bidder after due advertisement and within the prescribed procedures for competitive bidding.

2. Items Excluded from Bidding

- a. The following are excluded from the competitive bid requirements:
 - i. Agreements for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part.
 - ii. Agreements for utility services such as water, electricity, natural gas, telephone
 - iii. Agreements for the use, purchase, delivery, movement or installation of data processing equipment, software or services and telecommunications and interconnect equipment, software or services.
 - iv. Agreements for the use and/or purchase of duplicating machines and supplies.
 - v. Purchase of magazines, books, periodicals, pamphlets and reports.
 - vi. Emergency expenditures. (See Section VI).
3. Procured items which are excluded from competitive bidding, shall be acquired following the Local Government Professional Services Selection Act (50 ILCS 510/0.01). Such agreements shall be let to the vendor providing the "best value" to the District, after due advertisement (if required) and within the prescribed procedures.
 - a. "Request for Proposals" or "Request for Qualifications" shall be developed and used for the purchase of these goods or services.
4. Award of agreements for items and services in excess of \$30,000 shall be awarded by the Board to the lowest responsible bidder considering conformity with specifications, terms of delivery, quality and serviceability, after due advertisement, excepting contracts which by their nature are not adapted to award by competitive bidding per the Park District Code.
5. All agreements for services that require competitive bidding shall be reviewed by the District legal counsel.
6. Whenever feasible and advantageous to the District, cooperative purchases with other governmental agencies such as the State of Illinois, industry associations, or other districts shall be made.
7. All competitive bids for contracts involving expenditures in excess of \$30,000 must be sealed by the bidder and must be opened by a member of the District at a public bid opening in which the contents of the bids must be announced. Each bidder must receive at least 3 days' notice of the time and place of the bid opening.
8. For purposes of this subsection, "due advertisement" includes, but is not limited to, at least one public notice at least 10 days before the bid date in the newspaper published in the District or, if no newspaper is published in the District, in a newspaper of general circulation in the area of the District.

Award of Contracts

All contracts in excess of \$30,000 (except as otherwise authorized herein) shall be awarded by the Board and to the lowest responsible bidder. In determining the responsibility of any bidder the Board may take into account other factors in addition to financial responsibility, such as past records of transactions with the bidder, experience, adequacy of equipment, ability to perform, time limits, services to be rendered by the bidder, location of bidder, conformity with specifications, terms of delivery and other pertinent considerations. Any and all bids received in response to an advertisement or otherwise may be rejected by the Board if the bidder is not determined responsible or the character or quality of the services, supplies, materials, equipment, or labor does not conform to the Board's requirements or if the public interest may otherwise be served thereby. The Board reserves the right to award a contract for all or only a portion of the specific bid work.

Emergencies

In the case of emergencies which call for immediate resolution, the Executive Director, or Department Head designated by the Executive Director in their absence, shall take prompt action to employ persons or firms to do the necessary corrective work but shall require the persons or firms doing the corrective work to furnish a detailed report of the corrections made and the basis for making the corrections. For the purpose of this policy, an emergency shall consist of a threat to the health or safety of District patrons and employees, or of severe damage to District property.

If an emergency occurs and the Executive Director/designated Department Head determines that an expenditure that is in excess of \$10,000 is needed, this policy permits the Executive Director/designated Department Head to authorize such a purchase and directs that the Executive Director/designated Department Head shall individually contact the Board of Commissioners to advise them of same. The Executive Director/designated Department Head shall make every reasonable effort to contact each commissioner within five business days. Further, such purchase shall be presented for approval at the next scheduled meeting of the Board.

Procurement Card Purchases

The District has opted to use procurement cards (i.e. corporate credit cards), in order to promote operational efficiency and simplify the administration of the purchasing function. The procurement card is used to provide a convenient, efficient means to make purchases, while reducing the administrative costs of related purchase orders, check requests and payments.

1. Procurement cards will be issued at the discretion of the Executive Director.
2. Procurement cards are to be used for District business purchases only.
3. The procurement card is simply a means of payment. All purchasing procedures and guidelines as documented in this policy and/or other District documents are to be followed.
4. Each employee issued a procurement card shall be required to sign a District Credit Card Agreement.

Ethics in Purchasing

Conflict of Interest — No District employee shall participate directly in procurement of goods or services when the employee knows that:

1. The employee or any member of the employee's immediate family has a financial interest pertaining to the goods or services; or
2. The employee or any member of their immediate family are negotiating or has an arrangement concerning prospective employment with the entity seeking to sell goods or services to the District;
3. Nothing contained in this policy shall be construed as repealing or modifying the District's Ethics Ordinance which remains in full force and effect.

Gratuities and Kickbacks

1. Gratuities: It shall be unethical for any person to offer, give, or agree to give any District employee, or for any District employee to agree to accept a gratuity or an offer of employment in connection with the procurement of any goods or services by the District.
2. Kickbacks: It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of any subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.

Other Items

1. No undertaking shall be split into parts so as to avoid the provisions of this policy.
2. The Board may require a cash deposit of any bidder and may require a surety bond of any successful bidder.
3. Whenever feasible and advantageous to the District, cooperative purchases with other governmental agencies such as the State of Illinois, industry associations, or other districts shall be made.
4. All promotional incentives and contest awards made available to qualifying District personnel by vendors, which are based on District purchases from those suppliers, automatically become the rightful property of the District and must be considered and administered as District owned assets. The incentives referred to above include, but are not limited to, all purchase premiums, sales incentives and/or remunerative awards of any kind (such as merchandise premiums, free goods, offered as part of so-called “baker’s dozen “deals, quantity discounts, promotional allowances, cash prizes, special sales commissions, merchandise prizes, etc.) that are made available or awarded by reason of District purchases from vendors. Under no circumstances are payments of sales incentives, personal remuneration or contest awards of any kind to be made to District employees based on purchases from vendors.

Section 2: Finance Policies

2.2 Capital Assets Policy

INTRODUCTION

Purpose

The purpose of this capital asset policy is to provide control and accountability over capital assets, and to gather and maintain information needed for the preparation of financial statements. The Warrenville Park District capital asset policy is herein established to safeguard assets and to ensure compliance with GASB34 for governmental financial reporting.

Overview

This policy is herein established to safeguard and address the District's investment in property, which comprises a significant resource. This policy is meant to ensure compliance with various accounting and financial reporting standards including Generally Accepted Accounting Principles (GAAP), and Governmental Accounting, Auditing, and Financial Reporting (GAAFR).

Further, this policy is meant to reflect the District's desire to meet the reporting requirements set forth in the Governmental Accounting Standards Board (GASB) Statement No. 34. Specifically, the GASB Statement No. 34 states that governments should provide additional disclosures in their summary of significant accounting policies including the policy for capitalizing assets and for estimating the useful lives of those assets which is used to calculate the depreciation expense. The Statement also requires disclosure of major classes of assets, beginning and end-of-year balances, capital acquisition, sales/dispositions, and current-period depreciation expense.

INVENTORY, VALUING, CAPITALIZING, AND DEPRECIATION

Inventory

Responsibility for control of capital assets will rest with the operating department wherein the asset is located. The Finance Department shall ensure that such control is maintained by establishing an inclusive capital asset inventory schedule. Asset purchases, which fall below the capitalization threshold, will not be included in the capital asset inventory. The inventory schedule will include the following for each asset:

- Asset Description – A description of the asset (serial #, model#)
- Asset Classification (Land and Land Improvements, Building and Building Improvements, Vehicles, Machinery and Equipment, and Infrastructure Assets)
- Department name and physical location of asset(s)
- Date asset was purchased/acquired and or disposed of
- Cost of Asset
- Method of acquisition (purchased or donated)
- and, Estimated useful life

This list will be maintained and updated by the Finance Department and reviewed by the Superintendent of Finance and Technology on an ongoing basis.

Valuing Capital Assets

Capital assets should be valued at cost or historical costs, plus those costs necessary to place the asset in its location (i.e. freight, installation charges.) In the absence of historical cost information, a realistic estimate will be used. Donated assets will be recorded at the estimated current fair market value.

Capitalizing

When to Capitalize Assets:

Assets are capitalized at the time of acquisition. To be considered a capital asset for financial reporting purposes an item must be at or above the capitalization threshold (see schedule – page 3) and have a useful life of at least one year.

Assets not Capitalized:

Capital assets below the capitalization threshold (see schedule – page 3) on a unit basis but warranting “control” shall be inventoried independently at the department level and an appropriate list will be maintained.

Capital Assets should be capitalized if they meet the following criteria:

- Tangible
- Useful life of more than one year (benefit more than a single fiscal period)
- Cost exceeds designated threshold (see schedule – page 3)

Capital Assets include the following major classes of assets:

Land and Land Improvements – Capitalized value is to include the purchase price plus costs such as legal fees and filing fees; improvements such as parking lots, fences, pedestrian bridges, landscaping.

Building and Building Improvements – Costs include purchase price plus costs such as legal fees and filing fees; improvements include structures and all other property permanently attached to, or an integral part of the structure. These costs include re-roofing, electrical/plumbing, carpet replacement, and HVAC.

Vehicles – Costs include purchase price plus costs such as title & registration.

Machinery and Equipment – Assets included in this category are heavy equipment, traffic equipment, generators, office equipment, phone system, and kitchen equipment.

Infrastructure Assets – Infrastructure Assets are long-lived capital assets that are stationary in nature and normally can be preserved for a significantly greater number of years than most capital assets.

Depreciation

Depreciation is computed on a straight-line method with depreciation computed on a monthly basis from the month of acquisition. Additions and improvements will only be capitalized if the cost either enhances the asset’s functionality or extends the asset’s useful life. Projects in process will be added to the asset base as the projected expenses are incurred. However, the project will first need to meet its individual threshold.

Capital Assets Useful Lives (in years) are as follows:

	<u>Useful Life</u>	<u>Capitalization Threshold</u>
Land (and Inexhaustible Land Improvements)	N/A	\$ 1
Land Improvements	20	50,000
Buildings	50	50,000
Building Improvements		50,000
HVAC	20	
Re-Roofing	20	
Electrical/Plumbing	30	
Carpet Replacement	7	
Vehicles (dependent upon Vehicle type)	8-20	10,000
Machinery & Equipment		
Fitness Equipment	10	10,000
Athletic Equipment	10	15,000
Sports Field Equipment	10	15,000
Playground Equipment	15	25,000
Grounds and Maintenance Equipment	15	25,000
Furniture & Fixtures		15,000
Office Furniture	20	
Communications Equipment	10	
Business Machines	10	
Computer Equipment	5	
Computer Software	5	

Surplus Property

Each department must report all capital assets classified as surplus to the Executive Director. The Board of Commissioners must approve the disposition of any surplus property, via resolution, prior to disposition. Once the Board has approved the disposition of the surplus property, the District will dispose of the equipment in a proper manner such as sealed bid as needed to sell the surplus property, or donation. The Finance Department will then have the authorization to remove the asset(s) from the inventory system.

Removing Obsolete Capital Assets from Inventory

Capital assets are to be removed from inventory once they are obsolete. The Department Head must notify the Executive Director of any capital assets considered obsolete. Upon the Executive Director's approval, the Finance Department will remove the asset(s) from the inventory system.

Donations or Transfer

Each department must notify the Finance Department in writing of any additions and deletions from donated or transferred assets to the inventory system.

Lost or Stolen Property

When suspected or known losses of inventoried assets occur, the department will immediately contact the District's Safety Coordinator and Executive Director. The department will conduct a search for the missing property. The search will include transfer to another department, storage, scraping, or surplus property. If the missing property is not found, the District's Safety Coordinator will determine if a claim should be submitted to PDRMA based upon the following criteria: a) all losses greater than \$1000 will be reported to PDRMA; b) losses less than \$1000 may/may not be reported to PDRMA, based upon incidence facts discussed with the Executive Director. The Executive Director will notify the Finance Department when the lost or stolen asset(s) should be removed from the inventory system.

2.3 Fund Balance/Net Assets Policy

PURPOSE

A Fund Balance/Net Assets Policy establishes a minimum level at which the projected end-of-year fund balance/net assets must observe; as a result of the constraints imposed upon the resources reported by the governmental and proprietary funds. This policy is established to provide financial stability, cash flow for operations, and the assurance that the District will be able to respond to emergencies with fiscal strength. More detailed fund balance financial reporting and the increased disclosures will aid the user of the financial statements in understanding the availability of resources.

It is the District's philosophy to support long-term financial strategies, where fiscal sustainability is its first priority, while also building funds for future growth. It is essential to maintain adequate levels of funds balance/net assets to mitigate current and future risks and to ensure stability in tax rates. Fund balance/net asset levels are also crucial consideration in long-term financial planning. Credit rating agencies carefully monitor levels of fund balance/net assets and unassigned fund balance in the General Fund to evaluate the District's continued creditworthiness.

DEFINITIONS

Governmental Funds

The fund balance will be composed of three primary categories:

1. Nonspendable Fund Balance – portion of a Governmental Fund's fund balance that is not available to be spent, either in the short-term or long-term, or through legal restrictions (e.g., inventories, prepaid items, land held for resale and endowments).
2. Restricted Fund Balance – portion of a Governmental Fund's fund balance that is subject to external enforceable legal restrictions (e.g., grantor, contributor and property tax levies).
3. Unrestricted Fund Balance – is made up of three components:
 - a. Committed Fund Balance – the portion of a Governmental Fund's fund balance with self-imposed constraints or limitations that have been placed at the highest level of decision making through formal Board action. The same action is required to remove the commitment of fund balance.
 - b. Assigned Fund Balance – the portion of a Governmental Fund's fund balance to denote an intended use of resources but with no formal Board action.

- c. Unassigned Fund Balance – available expendable financial resources in a governmental fund that is not the object of tentative management plan.

Some funds are funded by a variety of resources, including both restricted and unrestricted (committed, assigned and unassigned). The District assumes that the order of spending fund balance is as follows: restricted, committed, assigned, unassigned.

Proprietary Funds

Proprietary funds include enterprise and internal service funds. The net assets will be composed of three primary categories:

1. Invested in Capital Assets, Net of Related Debt – portion of a proprietary fund's net assets that reflects the fund's net investment in capital assets less any amount of outstanding debt related to the purchase/acquisition of said capital assets. Related debt, for this purpose, includes the outstanding balances of any bonds, mortgages, notes, or other borrowings that are attributable to the acquisition, construction, or improvement of capital assets of the Government.
2. Restricted Net Assets – portion of a proprietary fund's net assets that are subject to external enforceable legal restrictions (e.g., grantor, contributor and bond covenants).
3. Unrestricted Net Assets – portion of a proprietary fund's net assets that is neither restricted nor invested in capital assets (net of related debt).

HISTORICAL BACKGROUND

The District levied its first taxes in 1990. Shortly thereafter, the Property Tax Limitation Act was imposed which limited the District in its ability to levy taxes in future years. In addition, the City of Warrenville created a Tax Increment Financing (TIF) District that encompassed a substantial area within district boundaries, and as such, limited the amount of property taxes received by the District. The District passed a referendum in 2003 which allowed for additional property taxes to promote substantial growth in district activities within the community. In Fiscal Year 2012-13, the District received its first year of property taxes attached to properties within the TIF District. As funds were limited in previous years, a number of projects and improvements were delayed. The Board of Park Commissioners (the Board) has been utilizing these additional tax funds to meet the goals outlined in the District's Strategic Plan. Therefore, in order to continue accomplishment of these goals while maintaining a fiscally sound district, the Board outlines as part of this policy the fund balance/net asset targets to be achieved and maintained.

FUND BALANCE/NET ASSETS TARGET LEVELS

The following parameters will be used as part of the budget process to establish target fund balance/net assets for the following funds:

General Fund — The General Fund target fund balance is 20% of current annual operating expenditures (exclusive of capital items and operating transfers).

Recreation Fund — The Recreation Fund's target fund balance is two months of current annual operating expenditures (exclusive of capital items and operating transfers).

Liability Fund — No target is established for this fund. All amounts levied are utilized to meet the insurance needs of the District (exclusive of health insurance) and to promote safety and security of district staff and its patrons.

Special Recreation Fund — No target is established for this fund. All amounts levied are utilized to support Western DuPage Special Recreation Association (WDSRA) and to provide for the recreational needs of the District's special needs population.

Debt Service Fund — No target is established for this fund. The only activities in this fund are recording the taxes received to pay debt, paying debt and recording any applicable interest earnings. 100% of the Debt Service Fund's fund balance is restricted for debt service.

Capital Projects Fund — No specific target is established for this fund. The Capital Projects fund balance is reviewed in developing the Capital Improvements Program. Debt financing, grants, or interfund transfers can be used to finance projects when balances are not adequate. The fund balance of a capital project type fund is 100% restricted or assigned for construction and development, depending upon the revenue source. All expenditures in these funds are for capital assets. Increases and decreases in fund balances are associated with the specific projects planned.

Fitness Fund — The Fitness Fund's target fund balance is one month of current annual operating expenditures (exclusive of capital items and operating transfers).

Other Considerations

In establishing the above policies for fund balance/net asset target levels, the District considered the following factors:

- The predictability of the District's revenues and the volatility of its expenditures (i.e., higher levels of fund balance may be needed if significant revenue sources are subject to unpredictable fluctuations or if operating expenditures are highly volatile)
- The District's perceived exposure to significant one-time outlays (e.g., disasters, immediate capital needs, state budget cuts)
- The potential drain upon General Fund resources from other funds as well as the availability of resources in other funds (i.e., deficits in other funds may require a higher level of fund balance be maintained in the General Fund, just as, the availability of resources in other funds may reduce the amount of fund balance needed in the General Fund)
- Liquidity (i.e., a disparity between when financial resources actually become available to make payments and the average maturity of related liabilities may require that a higher level of resources be maintained)
- Commitments and assignments (i.e., governments may wish to maintain higher levels of fund balance to compensate for any portion of fund balance already committed or assigned by the government for a specific purpose)

If any of the above factors change, the District will readdress current fund balance/net asset levels to ensure amounts are appropriate

Reporting

Staff will prepare each year a schedule that shows the status of the District's balances compared to the targets outlined in this policy. In addition, upon the completion of the annual audit, staff will also prepare a document that shows the status of the District's balances compared to the targets outlined in this policy.

2.4 Investment Policy

SCOPE

This Investment Policy applies to the investment activities of all funds under the jurisdiction of the District. This Investment Policy will also apply to any new funds or temporary funds placed under the jurisdiction of the District. This policy does not apply to funds held by the deferred compensation 457 program or funds held by the Illinois Municipal Retirement Fund. The Illinois State Statutes will take precedence except where this Policy is more restrictive, wherein this Policy will take precedence.

OBJECTIVES

The purpose of this Investment Policy is to establish cash management and investment guidelines for the stewardship of public funds under the jurisdiction of the District. The specific objectives of this Policy shall be as follows:

1. Safety - Safety of principal is the foremost objective of the District's Investment Policy. All investments shall be undertaken in a manner that seeks to ensure the preservation of principal.
2. Liquidity - The investment portfolio shall remain sufficiently liquid to enable the District to meet present and anticipated cash flow requirements.
3. Yield – The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, consistent with the objectives of safety of principal, liquidity of funds, and other investment risk constraints, as specified in this Investment Policy.
4. Sustainable Investing – When evaluating potential investments, the Treasurer shall consider material, relevant, and decision-useful sustainability factors, within the bounds of financial and fiduciary prudence. Such factors include, but are not limited to: corporate governance and leadership factors, environmental factors, social capital factors, human capital factors and business model and innovation factors, as provided under the Illinois Sustainable Investment Act, 30 ILCS 238.

INVESTMENT GUIDELINES

To assist in attaining the stated objectives, the following guidelines shall be observed:

1. To maximize earnings, all funds shall be deposited/invested within two working days.
2. All investments shall be selected on the basis of competitive bids.

DIVERSIFICATION OF FUNDS

To avoid unreasonable risks, diversification of the investment portfolio shall be consistent with the objectives in the Investment Policy. This will be accomplished by:

1. Limiting investment in securities that have higher credit risks
2. Investing in securities with varying maturities
3. Continuously investing a portion of the portfolio in readily available funds such as local government investment pools and money market funds to ensure that appropriate liquidity is maintained in order to meet ongoing obligations.

AUTHORIZED INVESTMENTS

The District may invest in the following investments within the constraints of Illinois law (30 ILCS 235/2.) which provides for the investment of public funds in specific types of investment instruments. The District limits its investments to a maximum of two year maturity for investments of operating funds and a maximum of thirty six months maturity for construction and/or bond proceeds' funds. The following is a summary of investments:

1. Interest-bearing savings accounts, interest-bearing money market accounts, interest-bearing certificates of deposit or interest-bearing time deposits or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act, and only to the extent those insured by the Federal Deposit Insurance Corporation (FDIC)
2. Dividend-bearing share accounts, share certificate accounts or class of share accounts of a credit union chartered under the laws of the State of Illinois or the laws of the United States; provided, however, the principal office of any such credit union must be located within the State of Illinois. Investments may be made only in those credit unions in which the accounts are insured by applicable law.
3. The Illinois Funds; Illinois Institutional Investors Trust (IIIT); Illinois Metropolitan Investment Fund (IMET); and Illinois Public Reserves Investment Management Trust (IPRIME).
4. Bonds, notes, treasury bills or other securities which are guaranteed by the full faith and credit of the United States of America as to principal and interest
5. Obligations of U.S. Government, or its agencies
6. Money market mutual funds registered under the Investment Company Act of 1940, provided the portfolio of any such money market mutual fund is limited to bonds, notes, certificates, treasury bills, or other securities which are guaranteed as to principal and interest by the full faith and credit of the United States of America
7. Obligations of corporations organized in the United States with assets exceeding \$500,000,000 if such obligations are rated at the time of purchase at one of the 3 highest classifications established by at least 2 standard rating services and which mature not later than 3 years from the date of purchase. Such purchases cannot exceed 10% of the corporation's outstanding obligations and no more than one-third of the public agency's funds may be invested in short term obligations of corporations

COLLATERALIZATION

Total funds exceeding the deposit insurance limits must have collateral provided at 102% of the fair market value of the net amount of such excess District funds on deposit at each financial institution. This collateral level of 102% of fair market value will also apply to certificates of deposit above the most current deposit insurance limit. Eligible collateral instruments are as follows:

1. Bonds, notes, certificates of indebtedness, treasury bills or other securities which are guaranteed by the full faith and credit of the United States of America as to principal and interest
2. Obligations of U.S. Government, or its agencies
3. Direct and general obligation bonds of any city, town, county, school district, or other taxing body of the State of Illinois, rated AA or better, the debt service of which is payable from general ad valorem taxes

The ratio of fair market value of collateral to the amount of funds secured shall be reviewed monthly and additional collateral will be required when the ratio declines below the level required. Collateral may be released if the fair market value exceeds the required level.

Third party safekeeping is required for all collateral. To accomplish this, the securities will be held at a safekeeping depository; safekeeping will be documented by an approved written agreement. A clearly marked evidence of ownership (safekeeping receipt or custodial agreement) must be supplied to the District and retained. Substitutions, exchange or release of securities held in safekeeping may be done only upon written approval by the Executive Director of the District.

FINANCIAL INSTITUTIONS, INVESTMENT ADVISORS, AND MONEY MANAGERS

The Board of Park Commissioners shall approve of any financial institution, investment advisor and money manager prior to conducting business with the District. Any financial institution, upon meeting the requirements of the Illinois Compiled Statutes and of this policy, may request to become a depository for the District. The District will take into consideration security, size, location, financial condition, service, fees, competitiveness, and the community relations involvement of the financial institution when choosing depositories.

No bank shall receive any public funds unless it has furnished the District with copies of the last two sworn statements of resources and liabilities which the bank is required to furnish to the Commissioner of Banks and Real Estate or to the Comptroller of the Currency. Each bank designated as a depository for public funds shall, while acting as such depository, furnish the corporate authorities of a public agency with a copy of all statements of resources and liabilities which it is required to furnish to the Commissioner of Banks and Real Estate or to the Comptroller of the Currency.

No credit union shall receive public funds unless it has furnished the District with copies of the last two reports of examination prepared by or submitted to the Illinois Department of Financial Institutions or the National Credit Union Administration. Each credit union designated as a depository for public funds shall, while acting as such depository, furnish the District with a copy of all reports of examination prepared by or furnished to the Illinois Department of Financial Institutions or the National Credit Union Administration.

DELEGATION OF AUTHORITY

Authority to manage the investment program is granted to the Executive Director and Superintendent of Finance and Technology of the District (hereinafter referred to as Investment Officer(s)). Responsibility for the operation of the investment program is hereby delegated to the Investment Officer(s), who shall act in accordance with established written procedures and internal controls for the operation of the investment program consistent with this investment policy. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the investment officer(s). The Investment Officer(s) shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

PRUDENT PERSON STANDARD

The standard of prudence to be used by those employees of the District responsible for investment of public funds shall be the “prudent person” standard.

Investment shall be made with judgment and care, under circumstances then prevailing which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived, and shall be applied in the context of managing the entire portfolio.

In maintaining its investment portfolios, the Investment Officer(s) shall avoid any transaction that might impair public confidence in the District.

The above standard is established as the standard of professional responsibility and shall be applied in the context of managing the district’s overall portfolio. The District investment personnel will not incur personal liability/responsibility for a security’s credit risk or market risk due to price changes as long as they follow the Prudent Person Rule. This policy recognizes that there are circumstances beyond the control of even the most prudent investor which impact the return obtained. However, the establishment of this policy is intended to assure the District and individual employees that actions taken in accordance with the specific provisions hereof shall be deemed to meet the prudent person standard, provided that deviations from expectations for any investment are reported in a timely fashion, and appropriate action is taken to control adverse developments.

ETHICS AND CONFLICTS OF INTEREST

Board members and employees of the District involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or which could in any way impair their ability to make impartial investment decisions. Board members and employees shall disclose any material interests in financial institutions with which the District conducts business. They shall further disclose any personal financial investment positions that could be related to the performance of the investment portfolio. The applicable provisions of the Illinois Public Officers Prohibited Activities Act (50 ILCS 105/0.01 *et seq.*) shall not be superseded by this Policy.

INTERNAL CONTROLS

The Executive Director and Superintendent of Finance and Technology are responsible for establishing and maintaining an internal control structure designed to insure that the assets of the District are protected from loss, theft, or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that (1) the cost of the control should not exceed the benefits likely to be derived; and (2) the valuation of costs and benefits require estimates and judgments by management.

Accordingly, the Executive Director and Superintendent of Finance and Technology shall establish a process for annual independent review by an external auditor to assure compliance with policies and procedures.

The internal controls shall address the following points:

- Control of collusion
- Separation of transaction authority from accounting and record keeping
- Custodial safekeeping
- Avoidance of physical delivery securities
- Clear delegation of authority to subordinate staff members
- Written confirmation of telephone transactions for investments and investment wire transfers

REPORTING REQUIREMENTS

A written monthly report of investment activities shall be presented to the Board at its regular monthly meeting. The report shall include investment type, amount, interest rate earned, and maturity date of all investments and a summary of activities between Board meetings.

PERFORMANCE MEASURES

Investment yield is of secondary importance compared to the safety and liquidity objectives previously described in this Investment Policy. The annual interest earnings goal is the average rate of return on the ninety day Treasury bill. The core of investments is limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed.

EFFECTIVE CONTROLLING LAW

This Policy shall remain in full force and effect until revoked or revised by the Board. If, after adoption of this Policy, there is any conflict between this Policy and applicable law, the law shall control and govern.

ADOPTION

The Board has adopted this Policy. The Investment Officer(s) shall review the Policy annually. Any recommendations for revision or amendment shall be presented to the Board for approval.

2.5 Accounts Payable Policy

The policy of the Board is to pay all bills in a timely manner. The Board recognizes that Accounts Payable is a viable and integral aspect of the financial operations of the District. Therefore, the District will comply with the Prompt Payment Act, 50 ILCS 505.

In addition, all payments made by automatic withdrawal or Finance Department initiated withdrawals must be preceded with written documentation supporting the charges, and approved in advance, by the Superintendent of Finance and Technology and the Executive Director.

2.6 Bond Rating Policy

The policy of the Board of Commissioners is for the Executive Director and the Superintendent of Finance and Technology to work with its financial advisors to determine the need or desirability of obtaining a bond rating. This determination will be made on an issue-by-issue basis each time the District contemplates the issuance of bonds or other forms of indebtedness. Consideration will be given to the size of the issuance, proposed maturity of the issuance, local financial institutions' willingness to purchase an unrated issue at competitive rates, and any other material factors deemed appropriate by the Executive Director and the Superintendent of Finance and Technology to enable them to make the best fiscal determination on behalf of the public trust.

2.7 Creation of Debt Policy

The Board recognizes that the District has a responsibility to develop a debt structure and maintain payment of debt on a regular basis.

The District shall follow all applicable statutes on debt limits and restrictions. Debt shall be a suitable alternative means of financing capital asset acquisitions with the debt terms no greater than the tangible life of the acquisition. It is the desire of the Board to finance all current expenses with the use of current available funds whenever possible. Any exceptions to this policy must be by definitive Board action.

2.8 Payment Card Industry Data Security (PCI-DSS) Policy

PURPOSE

The policy of the Warrenville Park District is to comply with the Payment Card Industry Data Security Standards (PCI-DSS) policy for the protection and security of payment card (credit card) information.

SPECIFIC GUIDELINES

The following items are considered specific guidelines associated with this policy and shall be assigned to corresponding procedures as developed.

1. In order to minimize risk, only those data elements on the payment card that are needed for District business should be stored.
2. Access to payment cardholder data should be limited to District employees requiring such information to complete assigned job tasks.
3. Payment card data on an internet connected computer or processed through the internet, should be protected through a secure network with periodic monitoring of its security.
4. Paper and electronic media that contain cardholder data should be physically secured and identified as confidential information.
5. Payment card data on documents should be redacted, if feasible, when no longer needed for District business. Documents with legible payment card data should be destroyed in accordance with the Illinois Records Retention act with appropriate security handling.
6. Security awareness training should be provided for District employees involved in payment card processing.
7. The District will assure that its relationships with payment card service providers comply with PCI-DSS.
8. The Executive Director should be immediately notified of any information security breach.

2.9 Audit and Financial Reporting Policy

A financial audit will be conducted by an independent, certified public accounting firm on an annual basis. As part of the audit, the accounting firm will review internal controls and will make recommendations for improvement. The audit will be completed and presented to the Board and a copy will be filed with the County Clerk's office within six months following the fiscal year end. A copy of the audit will also be posted on the District's website.

Once the audit is completed, the Annual State Comptroller's Report will be prepared and filed, along with the annual audit report, with the State Comptroller's Office within six months after the end of the fiscal year.

The report commonly known as the Annual Treasurer's Report (Annual Statement of Receipts and Disbursements) will be prepared pursuant to statutory requirements and filed with the County Clerk's Office within six months after the end of the fiscal year. A "Notice of Availability of Audit Report" will be published in accordance with statutory provisions.

2.10 Economizing Resources Policy

The Warrenville Park District Board of Commissioners recognizes the need and desirability of cooperation among community agencies. In order to best serve the residents of the District in the most economical manner, all cooperative efforts should be instituted when it is believed that such cooperative efforts will better serve District residents on making the best utilization of District revenues. Such cooperative efforts may include, but are not limited, to the following:

- Participation in the State of Illinois Joint Purchasing Contract
- Performing regular inventories so shrinkage, spoilage, and excess inventory levels are not incurred
- Installation of motion sensor light switches
- Review of utility suppliers for cost savings
- Recycling of paper, plastic and glass
- Two-sides copies are used when feasible
- Electronic format rather than paper copies are used when feasible
- Staffing is adjusted based on customer need
- Use of recycled supplies
- Installation of bottle fillers on drinking fountains

2.11 Employee Payment of Wages Policy

The purpose of this policy is to clarify the roles of the Board of Park Commissioners, the Executive Director and Superintendents with regards to establishing the rates of pay for all employees of the Warrenville Park District. In order for a rate of pay to take effect, all designated levels of approval must be obtained.

Board of Park Commissioner's Responsibilities

The Board of Park Commissioners shall at a minimum, on a bi-annual basis, approve the salary ranges for all full-time positions.

The Board of Park Commissioners shall determine the salary and compensation of the Executive Director.

Executive Director's Responsibilities

The Executive Director shall prepare and present to the Board of Park Commissioners salary ranges for all full-time employees, at minimum, on a bi-annual basis. The Executive Director shall approve part-time and short-term salary ranges, at minimum, on a bi-annual basis. Current resources available and market research on competitive positions shall be used as criteria.

The Executive Director shall determine the rates of pay for all Superintendents and Senior Management staff.

The Executive Director shall review and approve all full-time rates of pay, which must fall within the salary ranges as approved by the Board of Park Commissioners. The Executive Director shall review and approve all part-time and short-term rates of pay.

The Executive Director shall approve the creation of new full time staffing positions and present salary ranges with either the budgeting process and/or with the updated salary range proposal to the Board of Park Commissioners.

Superintendent's Responsibilities

The Superintendents shall recommend to the Executive Director, the rates of pay for all full-time, part-time and short-term employees within their respective departments.

The Superintendent of Finance, or designee, shall review all approved rates of pay to confirm that they are within the Board approved salary ranges for full-time employees, and Executive Director approved ranges for part-time and short-term employees.

2.12 Supplemental/Emergency Appropriations Policy

The purpose of this policy is to affirm the District's adherence to Illinois State Statutes in regards to supplemental or emergency appropriations.

The Board may from time to time make transfers between the various items in any fund not exceeding in the aggregate 10% of the total amount appropriated in such fund. The Board may amend the budget and appropriation ordinance by the same procedure as is herein provided for the original adoption of a budget and appropriation ordinance; provided that nothing in this Section shall be construed to permit transfers between funds required by law to be kept separate.

After the first six months of any fiscal year have elapsed the Board may by two-thirds vote transfer from any line item its anticipated unexpended funds to any other item of appropriation, and the item to which said transfer is made may be increased to the extent of the amount so transferred.

The Board may adopt a supplemental appropriation ordinance subsequent to the adoption of the annual ordinance for that fiscal year in an amount not to exceed the aggregate of any additional revenue available to the District or estimated to be received. For a supplemental appropriation ordinance, the publication, notice and hearing requirements that apply to the annual appropriation ordinance are not required.

2.13 Comprehensive Revenue Policy

The budget philosophy of the District is to provide a balanced budget that meets the overall recreational and leisure needs of the community. This is accomplished by a combination of user fees, tax dollars, developer donations, contractual agreements and other miscellaneous income. The District's goal is to maximize revenues from sources other than tax dollars on an annual basis..

The District provides a wide range of recreational and leisure opportunities, which can only be offered with the financial support of fees and charges. A comprehensive fees and charges policy helps to insure that the District has the capacity to maintain current facilities and to offer new programs and services, which are responsive to the changing needs of the community. Fees and charges shall be based upon the District's need to generate revenue to offset direct and indirect costs, or in the case of revenue producing facilities, to generate revenue for which will offset current costs as well as replacement of capital assets when needed.

Non-residents by definition do not pay property taxes to the District. They will also be asked to pay their fair share through non-resident rates. Non-residents will be charged an additional fee of up to 50% more than the resident rate for most programs. In the event that an additional charge of up to 50% more is not feasible or will harm or cancel the program, thus denying residents in the program a chance to participate, the Executive Director or Superintendent of Recreation may approve a fee modification.

The District recognizes that in order to offer a wide range of recreational programs, a full utilization of all of the District's facilities is anticipated. It is essential for the overall good of the District that regular and productive discussions between the Superintendents occur concerning the use and maintenance of the facilities of the District. Specifically, the use of facilities by the Recreation Department, in the development of any new programs or major changes to existing programs, will require discussions with the Superintendent of Parks and Facilities and the Executive Director relative to the availability of the space and the financial impact of such use may have on the operations of those facilities.

Recreation Program Fees and Pricing Charges

The Superintendent of Recreation is authorized to establish and approve recreation program fees and charges in accordance with the District's policy guidelines. Any exceptions must be approved in advance by the Executive Director. The Recreation Department offers a wide range of recreational and leisure opportunities for the various age segments of the community. The objectives and content of these programs vary, and therefore have been classified into various categories to achieve consistency in establishing fees and charges. Each recreation program is classified as one of the following so that the appropriate fee can be determined:

Classification A Programs: Programs and services that are primarily considered a community service. The participant usually pays no fee, or a nominal fee, which is less than the direct cost of providing the program. Staff may continue to offer these programs as long as funds remain available.

Classification B Programs: New or experimental programs offered on a trial basis for a specific period of time (usually one fiscal year). At the end of this time period, these programs are moved to another classification or dropped from the program offerings. The fees for these programs are based on the direct costs of the program or lower, and may be offered even when participation does not meet the minimum.

Classification C Programs: Programs and services that are geared to the specific needs and interests of the participants. The goal for setting the user fee for these programs shall cover all direct program costs plus a 30% gross margin to help offset indirect costs.

Classification D Programs: Programs and services that are geared to the specific needs and interests of the participants and have large indirect costs associated with them such as maintenance or utilities. The goal for setting the user fee for these programs will cover all direct costs plus a 40% gross margin to help offset indirect costs.

Fitness Center/Fund Program Fees and Charges Pricing

The Superintendent of Recreation is authorized to establish and approve all user fees, and program fees and charges for the District's Fitness Center in accordance with the District's policy guidelines. Any exceptions must be approved in advance by the Executive Director.

Senior citizens (aged 55 and older) are eligible for fee discounts at the District's Fitness Center.

The Fitness Center/Fund shall be financially self-supporting, and not require any tax subsidy. Total revenue shall be established to meet all of the operating and capital expenses, and reserves, if established. Revenues take on more of a business characteristic than recreation programs because operating budgets are contingent upon the ability to generate income. User fees and program fees for memberships, personal training, group fitness programs, etc. are the basic sources of income and as a result, fee levels will be established such that financial requirements for the year will be attained. Many of the fees will be market-driven.

The objectives and content of these programs and activities may vary, and therefore will be classified into various categories to achieve consistency in establishing fees and charges. The Fitness Center/Fund shall utilize the same classification structure (Classifications A – D) as utilized by the District's recreation programs.

2.14 Donations and Gifts Acceptance Policy

The District welcomes and encourages support from the private sector to supplement revenues from taxes and user fees in order to assist the District in its mission to provide recreation and park experiences that enrich the quality of life for our community. Donations, gifts, and grants will be accepted from individuals, organizations, foundations, governmental agencies, and corporations.

The following guidelines are for accepting and recognizing donations, gifts, and grants in order to ensure the integrity and appropriateness of donations as related to the mission and priorities of the District. Although the District is appreciative for every offer of support, the District must reserve the right to decline any donation, gift or grant that is not beneficial to its mission and priorities or creates or has the potential to create a conflict.

Types of Donations and Gifts Accepted

1. In addition to cash gifts, in-kind donations of goods and services are welcome and are tax-deductible if given solely for public purposes. The District is not responsible for appraising or estimating the value of in-kind gifts.
2. Gifts of real estate will be evaluated by the Executive Director/Management Team, and legal counsel if appropriate, and must be approved by the Board prior to acceptance.
3. Gifts exceeding \$20,000 will be evaluated by the Executive Director/Management Team and legal counsel if necessary, and must be approved by the Board prior to acceptance.
4. Other gifts will be evaluated for appropriateness and usability by the District staff and legal counsel if necessary.
5. Sponsorships are not included in this policy and are addressed in another District Policy.

Levels of Recognition

1. Gifts of under \$1,000 will be recognized with a personal thank you letter and by publishing the name of the donor (with the donor's permission) in a list of donors on our website, and in any other publication as deemed appropriate.
2. Gifts of \$1,000 - \$19,999 will be recognized as in (1) above, and in addition, will be recognized by name along with other donors in a prominent central location to be determined by the District.
3. Gifts of \$20,000 and above that are unrestricted will be recognized as in (1) and (2) above. Other benefits and recognition may be considered, with the approval of the Board.

Other Park Amenities as a Memorial

Other park amenities are available as a memorial, as part of the District's approved capital projects. Each year a list of planned amenities will be made available for selection as a memorial. These amenities will be related to capital projects which are typically approved in the late fall for the upcoming capital year. The warranty on any such amenity will be based on its replacement lifecycle, meaning the District will maintain or replace the amenity through its expected lifecycle from the date of installation. Examples include:

Bench (10 years)

Shelter (15 years)

Picnic Table (10 years)

Pet Drinking Fountain (10 years)

If there is an associated plaque, the District will maintain the plaque along with the amenity through its expected lifecycle. The fee for the memorial will be based on the cost of the amenity, plaque, installation and maintenance.

2.15 Travel Policy

The purpose of this policy is to establish guidelines for employees and elected Commissioners of the District to follow when incurring business travel expenses while attending Park District educational seminars, conferences, and meetings, or conducting onsite visits of parks and facilities for fact finding purposes outside of the local area.

- A. In conjunction with the preparation of the budget and appropriation ordinance of the Park District for each fiscal year, the Board of Park Commissioners will determine the aggregate amount of funds to be made available for Commissioners and employees for park district educational seminars, meetings and conferences. The approved types of educational seminars, meetings and conferences will be included in the Park District's working budget document.
- B. The Board, in the annual working budget, shall designate types of approved seminars, conferences, or meetings which may include but are not limited to the following:
 - 1. Seminars, conferences, and meetings sponsored by the National Recreation and Park Association;
 - 2. Seminars, conferences, and meetings sponsored by the Illinois Association of Park Districts;
 - 3. Seminars, conferences and meetings sponsored by the Illinois Park and Recreation Association
 - 4. Seminars and meetings offered that pertain to positions in the organization, and would benefit the Park District.
 - 5. Research on potential projects that would benefit the Park District
- C. Consistent with the requirements of the Local Government Expense Control Act, the District has established an expenditure limit for travel expenses incurred. This policy establishes the District's limit as \$2,500 per Commissioner or employee per conference, seminar, or meeting attended within budget parameters.
- D. The District may not reimburse any Commissioner or employee for any entertainment expense, as defined as, but not limited to, "shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement", unless ancillary to the purpose of the program or event.
- E. The Park District shall reimburse Commissioners and employees for the actual expenses incurred for travel to and attendance at approved seminars, conferences, or meetings in accordance with IRS guidelines and the Park District's Ordinance No. 2016-12 "An Ordinance Regulating Travel Expenses Pursuant to the Local Government Travel Expense Control Act".

- F. Any Park District Commissioner, **prior** to attending a budgeted seminar, conference or meeting, must first complete the Park District's "Travel Authorization/Expense Reimbursement Form" (Attached Exhibit A) including the name, purpose, dates, destination, and budgeted expenses of requested seminar, conference, or meeting. Approval of the Commissioner's attendance at said seminar, conference, or meeting, must first be obtained from the Board of Commissioners as recorded by a roll call vote at an open meeting of the governing board of the District.

In the event that a Commissioner desires to attend a seminar, conference or meeting in excess of the maximum expenditure limit of \$2,500, that attendance would have to be approved by a roll call vote of the Board of Park Commissioners in one of their noticed public meetings prior to attendance.

A family member or friend may accompany a Commissioner on business travel, at their personal expense, when the presence of a companion will not interfere with successful completion of business objectives. Generally, a Commissioner is also permitted to combine personal travel with business travel. Additional expenses arising from such non-business travel are the responsibility of the Commissioner.

Within 7 working days of completion of the approved seminar, conference, or meeting, the Commissioner will fully complete the "Travel Authorization/Expense Reimbursement Form", attaching all detailed receipts, and forward to the Executive Director. Travel reimbursements will be included in the next Monthly Expenditure Report which the Board of Park Commissioners approves, via roll call vote, at each monthly open meeting of the governing board of the District. A commissioner will not be reimbursed for any expenses in which there is not a detailed receipt. No alcohol purchases will be paid for by the District. Receipts for dining and other establishments must be provided in sufficient detail to document that no alcoholic beverages are being paid for by the District.

- G. Any Park District employee, **prior** to attending a budgeted seminar, conference or meeting, must first complete the Park District's "Travel Authorization/Expense Reimbursement Form" (Attached Exhibit A), including the name, employee position, purpose, dates, destination, and budgeted expenses of requested seminar, conference, or meeting as well as obtain approval from his/her supervisor, department head, Superintendent of Finance and Technology, and Executive Director.

In the event that an employee desires to attend a seminar, conference or meeting in excess of the maximum expenditure limit of \$2,500, that attendance would have to be approved by a roll call vote of the Board of Park Commissioners in one of their noticed public meetings prior to attendance.

A family member or friend may accompany an employee on business travel, at their personal expense, when the presence of a companion will not interfere with successful completion of business objectives. An employee is also permitted to combine personal travel with business travel, as long as time away from work is approved and vacation or personal time is used. Additional expenses arising from such non-business travel are the employee's responsibility.

Within 7 working days of completion of the approved seminar, conference, or meeting, the employee will fully complete the "Travel Authorization/Expense Reimbursement Form", attaching all detailed receipts, and obtain supervisory approval, department head approval, Superintendent of Finance and Technology, and the Executive Director's approval. An employee will not be reimbursed for any expenses in which there is not a detailed receipt. No alcohol purchases will be paid for by the District. Receipts for dining and other establishments must be provided in sufficient detail to document that no alcoholic beverages are being paid for by the District.

2.16 Land Acquisition

Environmental Assessment Policy

PURPOSE

The purpose of this policy is to prescribe District requirements, functions, procedures and responsibilities regarding determinations of the risk of exposing the District to liability for hazardous substances or other environmental cleanup costs and damages associated with the acquisition of any real property. The requirements, functions and procedures prescribed are intended to ensure that the District determines, prior to real property acquisition, the likelihood of the presences and extent of hazardous substance-related and other environmental liability associated with real peroperty. Such determinations must be a consideration in any decision to acquire real property and to establish the total actual or potential cost of or resulting from the acquisition.

SCOPE

The responsibilities and requirements shall apply to any proposed District acquisition of real property to which District liability for hazardous substances or other environmental remediation or damages can attach.

LAND ACQUISITION ENVIRONMENTAL REVIEW GUIDELINES

Minimize the potential liability of the District by acquiring real property that is not contaminated unless directed by the Board of Park Commissioners.

Identify potential hazardous substance-related threats to fish and wildlife and their habitats and other environmental problems prior to real property acquisition.

Remediate any identified hazardous substances or develop remediation plan for identified hazardous substances related to proposed property acquisition prior to closing.

Definitions:

1. **“Environmental Site Assessment”** means an analysis of an environmental site, prior to acquisition of real property, to determine the potential of, and extent of liability for hazardous substances or other environmental remediation or injury.

2. **“Hazardous Substances”** means all CERCLA (Comprehensive Environmental Response, Compensation, and Liability Act) listed substances [see 42 USC 9601(14)], petroleum products or their derivatives (including aviation fuel and motor oil).
3. **“Other Environmental Problems”** means problems associated with environmental contamination, whether or not involving hazardous substances.
4. **“Real Property”** means any land or an interest therein, and all buildings, structures and improvements affixed to the land.
5. **“Real Property Acquisition”** means the acquisition of real property, for any period of time, through discretionary acts or when required by law, whether by way of condemnation, donation, escheat, right of entry, right of eminent domain, escrow, exchange, lapses, purchase, revocation, or transfer.
6. **“Release”** means any release [see 42 USC 9601(22)], discharge [see 33 USC 1321(a)(2)], or threatened discharge of a hazardous substance into the air, soil, sediment, groundwater, surface water, or any structures located on the real property.
7. **“Remediation”** means meeting the requirements and standards of applicable Federal and State laws applicable to hazardous substance management or cleanup.
8. **“Remediation or Other Cleanup Costs”** means the actual or potential costs to the Department or the Service for remediation or other environmental cleanup, or other damages or costs associated with hazardous substance contamination of real property.
9. **“Requirements”** Environmental site assessments must be completed to satisfy the detailed planning and pre-acquisition requirements.
10. **“Planning Overview Surveys”** During the planning process, an "overview" survey or Phase I Environmental Survey is completed when a new parcel of property is proposed for acquisition. The purpose of an "overview" survey is to identify actual or potential hazardous substances or other environmental problems within the area proposed.
11. **“Acquisition Surveys and Analysis”** Before the District acquires any real property, the District shall:
 - a. Complete a Phase I Environmental Survey to ascertain the likelihood of the presence and extent of hazardous substances or other environmental problems associated with such property and any remediation or other cleanup costs.
 - b. Weigh the environmental and/or public benefits relative to the total cost of the acquisition including (a) fair market value, (b) actual or potential remediation or other environmental cleanup costs, and (c) any known or reasonably estimated monetary damages that could be associated with the acquisition.
 - c. Inform the appropriate individuals of the total cost(s) as determined above for any acquisition of contaminated property.

ENVIRONMENTAL SITE ASSESSMENTS

1. **Phase I Environmental Survey** must be completed for all acquisitions. The Phase I Environmental Survey is used to determine whether there are any potential hazardous substances or other environmental problems and whether a Phase II Survey is needed.

2. **Phase II Environmental Survey** may be necessary when Phase I Survey identifies potential hazardous substances. Phase II Environmental Survey will include sampling to determine whether there is a presence or absence of hazardous substances in the potential sites identified in the Phase I survey. If the proposed acquisition continues on past this point, a Phase III environmental survey will be required.
3. **Phase III Environmental Survey** is required when the District determines that a hazardous substance is present. Additional sampling and research is necessary to determine the extent of any hazardous substance and the actual or potential cost for remediation.

ASSESSMENT STANDARDS AND CONDITIONS

1. **Minimum Standards:** The Phase I environmental study should recognize existing environmental conditions and include information that is reasonably ascertainable. It must be complete in terms of technical accuracy and comprehensiveness.
2. **Qualifications of Personnel:** Environmental site assessments must be conducted by qualified individuals.
3. **Environmental Surveys** must be completed by an Environmental Contaminants Specialist or contractor approved by the Board of Park Commissioners.
4. **Time Limit:** The Environmental Site Assessment Level I Survey should be completed within one year prior to the real property acquisition.
5. **Land acquisition budget requests** should include the costs for pre-acquisition surveys.
6. **Pre-acquisition environmental site assessments** are pre-acquisition costs.
7. **Remediation or other cleanup costs** are post-acquisition costs.

3.1 Service Animal Policy

In accordance with the Americans with Disabilities Act (ADA) as of March 15, 2010, the Warrenville Park District allows service animals to access most public areas within its property. For additional information on service animals go the Department of Justice website www.ada.gov for a fact sheet on service animals.

Definition

Service animals are defined as dogs that are individually trained to do work or perform tasks for people with disabilities. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.

Please Note: Miniature horses, with a general range in height of 24" to 34" and a weight between 70 lbs. and 100 lbs. are an alternate service animal to dogs. The horses are permitted if 1) the horse is house broken, 2) the horse is under the control of the owner, 3) the facility can accommodate the horse's type, size and weight, 4) and their presence does not compromise legitimate safety requirements for safe operations of the facility.

Staff Members Can Ask Two Questions to Determine if a Dog or Horse is a Service Animal

1. Is the dog a service animal required because of a disability?
2. If yes, then what is the work or task the dog has been trained to perform?

Permission

A service animal is permitted in most public areas on Park District property UNLESS one of two exceptions is met: (1) The animal is out of control and the animal's handler does not take effective action to control it; or (2) The animal is not house-broken.

A service animal shall have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash or other tether, or the use of a harness, leash or tether would interfere with the service animal's safe, effective performance of work tasks, in which case the service animal must be otherwise under the handler's control (e.g. voice controls, signals or other effective means).

Service animals are permitted in locker rooms, but not indoor shower facilities. (For assistance in shower facilities, please alert park staff.)

If at any time, the sight, sound or scent of a service animal upsets zoo or nature area animals, causing them to become dangerous to themselves or others, Park District staff reserve the right to remove the service animal from the area.

Service animals must be in their official roles and under control at all times.

The Warrenville Park District reserves the right to change, modify or amend this policy at any time as it deems appropriate.

3.2 Other Power Driven Mobility Device (OPDMD) Policy

The Department of Justice has issued revised ADA Title II (state and local government programs) and Title III (private businesses, a.k.a. places of public accommodation) regulations which took effect March 15, 2011. These regulations provide a definition of a wheelchair and other power-driven mobility devices and add additional provisions identifying where they can be used. (§35.104, §35.137, §36.104, §36.311)

Wheelchair

A wheelchair is a manually operated or power-driven device designed primarily for use by an individual with a mobility disability for the main purpose of indoor, or of both indoor and outdoor, locomotion. Individuals with mobility disabilities must be permitted to use wheelchairs and manually powered mobility aids, i.e., walkers, crutches, canes, braces, or other similar devices designed for use by individuals with mobility disabilities, in any areas open to pedestrian traffic.

Other Power-Driven Mobility Device (OPDMD)

An OPDMD is any mobility device powered by batteries, fuel, or other engines that is used by individuals with mobility disabilities for the purpose of locomotion, whether or not it was designed primarily for use by individuals with mobility disabilities. OPDMDs may include golf carts, electronic personal assistance mobility devices, such as the Segway® a Personal Transporter (PT), or any mobility device that is not a wheelchair, which is designed to operate in areas without defined pedestrian routes.

The Warrenville Park District must make reasonable modifications in their policies, practices, or procedures to permit individuals with mobility disabilities to use OPDMDs unless the entity can demonstrate that the class of OPDMDs cannot be operated in accordance with legitimate safety requirements adopted by the entity.

The Warrenville Park District must assess the following factors to determine whether a particular OPDMD can be allowed in a specific facility as a reasonable modification:

- The type, size, weight, dimensions, and speed of the device.
- The facility's volume of pedestrian traffic (which may vary at different times of the day, week, month, or year).
- The facility's design and operational characteristics (e.g., whether its service, program, or activity is conducted indoors, its square footage, the density and placement of stationary devices, and the availability of storage for the device, if requested by the user).

- Whether legitimate safety requirements can be established to permit the safe operation of the OPDMD in the specific facility.
- Whether the use of the OPDMD creates a substantial risk of serious harm to the immediate environment or natural or cultural resources, or poses a conflict with Federal land management laws and regulations.

Inquiry

The Warrenville Park District shall not ask an individual using a wheelchair or OPDMD questions about the nature and extent of the individual's disability. The Warrenville Park District may ask a person using an OPDMD to provide a credible assurance that the mobility device is required because of the person's mobility disability. If the covered entity permits the use of a class of OPDMDs by individuals with mobility disabilities, they shall accept the following as credible assurance:

- Presentation of a valid, State-issued, disability parking placard or card, or other State-issued proof of disability. A valid disability placard or card is one that is presented by the individual to whom it was issued and is otherwise in compliance with the State of Issuance's requirements.
- A verbal statement, not contradicted by observable fact, that the OPDMD is being used by a person with a mobility disability.

Permission

In order to maintain a safe pedestrian environment and the desired pace and flow of visitor traffic, the District authorizes persons with mobility impairments to use OPDMD at parks, on hard surface trails and at outdoor recreation facilities, subject to the following restrictions:

1. The operator of the OPDMD must be a person with a mobility impairment, and proof of such impairment may be requested by District personnel in accordance with ADA regulation;
2. The OPDMD is allowed only in areas of the park, hard surface trail or outdoor recreation facility in which the general public is allowed;
3. The OPDMD operator must not use or operate such a device at a park, on a hard surface trail, or at an outdoor facility if use of the device causes damage to the trail/path/sidewalk, the park grounds or infrastructure, or facilities;
4. The OPDMD must be operated at a speed that is relative to surrounding foot traffic;
5. The OPDMD:
 - a. Must not be operated in a dangerous or reckless manner or at speeds that jeopardize the safety of the operator, or other persons.
 - b. Must not be driven into wet or ecologically sensitive or hazardous areas.
 - c. Must not be operated when parks are not in operation.
6. The District does not recognize the use of Segways® as an appropriate device for use inside District facilities for the following reasons:
 - a. The congestion of foot traffic within the facility may create a hazardous environment
 - b. The manufacturer's recommendation for helmet and protective equipment for riders, much like bicycles, skateboards and rollerblades

7. The District does not accept responsibility for storage of the OPDMD
8. The District does not accept responsibility liability for damage to the OPDMD, or injury to the operator, whether caused by the operator, another visitor to a facility or site, or any other circumstance.
9. The District reserves the right to suspend the use of facilities or sites by the OPDMD operator if doing so is in the best interests of the District and its participants.
10. The District reserves the right to change, modify, or amend this policy at any time, as it deems appropriate.

5.1 Comprehensive Year Round Recreation Program Philosophy

It is the responsibility of the Warrenville Park District to offer diversified, quality recreation experiences. All programs, activities and events will follow the Mission, Vision, and Core Values of the Warrenville Park District and will be planned with community demographics in mind. It is the desire of the District to offer a wide range of programs, activities and events for all genders and ages.

5.2 Seasonal Program Evaluation and Statistics Policy

It shall be in the interest of the District to conduct participant evaluations of its various recreation programs and services on a seasonal or annual basis. These evaluations should be conducted in a timely manner. Participants will be strongly encouraged to complete program evaluation forms in order to better meet their needs and interests as well as to improve and refine the program being evaluated.

An on-line version of the evaluation tool will be available on the Park District's website at all times.

All program evaluations that are submitted will be reviewed and summarized by recreation staff. Uses of results will include but not be limited to determining common themes, areas of programming strengths and weakness, and opportunities to create new and/or additional programming.

Registration software generated participation statistics reports as well as staff generated reports will also be used to evaluate participation trends.